

# Departmental Funding Proposal Template

Department Name:

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Proposal Title:

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Proposal Date:

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Prepared By:

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## 1. Executive Summary

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## 2. Background & Rationale

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## 3. Objectives

- Objective 1 \_\_\_\_\_
- Objective 2 \_\_\_\_\_
- Objective 3 \_\_\_\_\_

## 4. Proposed Activities

- Activity 1: \_\_\_\_\_
- Activity 2: \_\_\_\_\_
- Activity 3: \_\_\_\_\_

## 5. Funding Request & Budget Breakdown

Item/Description	Amount (USD)	Justification
Personnel	_____	_____
Equipment	_____	_____
Supplies	_____	_____
Other	_____	_____
<b>Total</b>	_____	

## 6. Expected Outcomes / Impact

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## 7. Monitoring & Evaluation

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## 8. Approval

**Department Head:**

\_\_\_\_\_  
Date: \_\_\_\_\_

**Signature:**

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### Important Notes

- Ensure all sections are completed before submission.
- Provide clear justifications for all budget items requested.
- Attach relevant supporting documents if required.
- This proposal should align with departmental and institutional goals.
- All approvals must be obtained prior to fund disbursement.